

# Academic Requirements

Certain conditions concerning the number and level of courses required, the patterns they must follow, the amount of time to be spent as a full-time student, grades and conduct have been established by the University Senate for all University of Kentucky students who are pursuing a degree. Those which relate to academic requirements are listed below. Others will be found in the University Senate Rules, pertinent portions of which are printed in the booklet *Student Rights and Responsibilities*, which is available to all students through the Dean of Students Office.

## STUDENT LOAD

With the exceptions noted below, the maximum load to be carried during any semester by any student in an undergraduate college (including residence and correspondence courses) is 19 credit hours. The 19 credit hour limit applies to courses taken on an audit basis as well as other courses.

The maximum allowable load to be carried during any summer term for undergraduate students (including residence and correspondence courses) is 9 credit hours in the eight-week summer session and 4 credits in the four-week intersession.

Students may be enrolled in a maximum of nine credit hours of classes meeting concurrently during an eight week session. For this purpose, a course meeting for a four-week period during the eight-week session must be counted double. Thus a student may enroll in two consecutive four-week (three credit hours) classes plus one eight week class, or as many as three eight week (three credit hour) classes. A student would not, however, be able to enroll in two four-week (three credit hour) classes meeting concurrently.

A student may be permitted by the dean of his or her college to carry such extra credit hours as in the dean's judgment, based upon the student's past performance, the student can complete successfully.

A student on academic probation shall take no more than fifteen (15) credit hours in a semester, three (3) credit hours in a four-week session, or seven (7) credit hours in a six- or eight-week session. This rule may be waived by written permission from the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record maintained by the college.

Students in the combined Bachelor's/Master's degree program (University Scholars program) should not take more than 16 credit hours per semester. Permission to exceed that number must be given by the Director of Graduate Studies and the Dean of The Graduate School.

The professional colleges and The Graduate School may set lower maximum loads which are consistent with their degree requirements.

The maximum allowable load to be carried during any summer term for graduate students is 9 credit hours in the eight-week summer session and 4 credit hours in the four-week intersession. The maximum load for graduate students in any combination of the four- and eight-week sessions is 12 credit hours.

A student may be registered simultaneously at the University of Kentucky or a community college and at another institution only with the approval of the dean of the college in which the student is registered at the University of Kentucky or the community college, the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

## CLASSIFICATION

A student in any undergraduate college is classified by the University Registrar as a sophomore upon completion of 30 credit hours, a junior upon completion of 60 credit hours, and a senior upon completion of 90 credit

hours.

A law student is classified as a second-year student upon completion of 24 credit hours and as a third-year student upon completion of 53 credit hours. However, a student is not classified as a second-year student until that student has been in residence for at least two semesters, nor as a third-year student until that student has been in residence for at least three semesters.

A pharmacy student is classified as a second-year student upon completion of 28 credit hours and as a third-year student upon completion of 56 credit hours.

Credit granted by examination is included in determining a student's classification.

## GENERAL MARKING SYSTEM

The general marking system uses a series of letters, to which are assigned grade-point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

**Grade A** represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. It is valued at four grade points for each credit hour in courses other than developmental or remedial courses.

**Grade B** represents a high achievement as a result of ability and effort. It is valued at three grade points for each credit hour in courses other than developmental or remedial courses.

**Grade C** represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is given. It is valued at two grade points for each credit hour in courses other than developmental or remedial courses.

**Grade D** represents unsatisfactory achievement and is the minimum grade for which credit is given; the grade is not to be used for graduate students. It is valued at one grade point for each credit hour in courses other than developmental or remedial courses.

**Grade E** represents unsatisfactory performance and indicates failure in the course. It is valued at zero grade points and zero credit hours in courses other than developmental or remedial courses. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course in class, or by special examination in accordance with the procedures outlined under Special Examinations. In rare cases in which undue hardship is involved in repeating the work in class, the dean of the college in which the student is enrolled may approve repeating the work by correspondence.

**Grade F** represents failure in a course taken on a pass-fail basis. It is valued at zero (0) grade points and zero (0) credit hours.

**Grade I**—incomplete—means that part of the regularly assigned work of the course remains undone. It is given only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an **I** grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student will initiate the request for the **I** grade. An **I** grade will not be given when the student's reason for incompleteness is unsatisfactory to the instructor.

A grade of **I** must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the **I** grade was awarded or prior to the student's graduation, whichever occurs first. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor is not available, the department chair or dean of the college in which the course is offered may complete a grade assignment form to extend the contract period for up

to 12 months. In the event the grade of **I** is not replaced by a regular final letter grade within the allowable period, the University Registrar shall change the **I** grade to a grade of **E** on the student's permanent academic record and adjust the student's grade-point standing accordingly. In the event that an **I** becomes an **E**, the instructor may submit a grade assignment form to replace the **E** within 12 months from the time the **E** was assigned. A graduate who had an **I** grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an **E** by the Registrar) may be allowed a maximum of 12 months following the end of the term in which the course was taken to satisfactorily complete the course and receive a grade change.

For each **I** grade assigned, the instructor shall complete an appropriate file record on a standard form provided by the University Registrar, which shall include the following: (a) the name of the student; (b) the course number and hours of credit; (c) semester and year of enrollment; (d) signature of the instructor; (e) a brief statement of the reason(s) for recording the incomplete; (f) specific instructions on how alternate grades on the work to be completed will affect the final grade; (g) the specific time requirement (not to exceed 12 months) set by the instructor for removal of the **I** grade and consequences of not removing the **I** grade; and (h) signature of the student, if feasible.

The instructor shall provide a completed copy of this record to the student and the department chair at the time the **I** grade is reported.

The term *student* in this context excludes only students in the Colleges of Medicine and Dentistry.

**Grade P** represents a passing grade in a course taken on a pass-fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages.

**Grade N** represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, **N** carries no credit hours or grade points).

**Grade S.** A grade of **S** may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. All **S** grades must be replaced by a regular final letter grade prior to the Qualifying or Final Examination for doctoral students or prior to graduation in all other cases, except for those given for graduate residence credit or in courses that carry no credit. Grade **S** may be recorded as a permanent mark only in courses carrying no academic credit or in graduate residence courses. It is valued at zero (0) grade points and zero (0) credit hours.

**Grade UN.** A grade of **UN** may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade is given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. All **UN** grades must be replaced by a regular final letter grade prior to graduation for an undergraduate student or before a candidate for a graduate degree is permitted to sit for a Qualifying or Final Examination. Grade **UN** may be recorded as a permanent mark only in courses carrying no academic credit or graduate residence courses. The **UN** grade is valued at zero (0) grade points and zero (0) credit hours.

**Grade W**—withdrew—shall not be given unless the student withdraws officially or is assigned by the University Appeals Board. The University Appeals Board may assign a **W** in cases involving a violation of student academic rights. It is valued at zero (0) grade points and zero (0) credit hours. No grade will be recorded for a student who officially withdraws or is dropped from a class during the first three weeks of a semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration). Students who withdraw after these dates or who are dropped from class shall be given a grade of **W** as reported by the instructor of a class.

**Grade AU** represents a completion of a course attended on an audit basis. It is valued at zero (0) grade points and zero (0) credit hours.

**Grade CR** is a grade assigned to AP or CLEP scores indicating that credit has been assigned for a course. Credit hours will count towards graduation but will not be used in calculating grade-point averages.

**Grade IP.** The grade **IP** may be recorded for students in zero-credit courses if at the end of a semester the student, because of the nature or size of the project, has been unable to complete the course. The project must be substantially continuous in its progress. When the work is completed, a final grade will be substituted for the **IP**. This grade may not be given to a student who has done unsatisfactory work or to one who has failed to do a reasonable amount of work. It is valued at zero (0) grade points and zero (0) credit hours.

**Official Withdrawal from a Course:** Any student may withdraw from any class (except for those used to meet the University Writing requirement) during the withdrawal period which is defined as:

- a. end of the ninth week for fall or spring semester;
- b. third day of the fifth week for eight week summer session;
- c. second day of the third week for four week summer session.

In order to withdraw after the last day as noted on the official calendar, the student must submit a completed withdrawal form to his or her dean. The dean shall report the withdrawal to the University Registrar. Any student withdrawing during the first three weeks of the course in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration) shall be removed from the class roll, and no grade or record of enrollment shall appear on the student's transcript. Students who withdraw during the remaining portion of the withdrawal period will receive a grade of **W** which will appear on their transcripts. A student may withdraw from a class during the last half of the term upon approval of a petition certifying urgent nonacademic reasons including but not limited to: illness or injury of the student; serious personal or family problems; serious financial difficulties.

Before acting on such a petition, the dean will consult with the instructor of the class. If such a petition is approved by the dean of the student's college, the dean shall inform in writing the instructor of the class of the action, and the student shall be assigned a grade of **W**.

A student may also petition the dean to withdraw from a class during the latter half of the term if he or she has excused absences in excess of one-fifth of the class contact hours in a course where attendance is required or is a criterion for a grade.

**Unofficial Withdrawal from a Course:** Any student who misses the first two class periods of a course without notifying the department of their intention to attend may be reported by the department to the dean who shall drop the student from the course and notify the Registrar that the student has been removed from the class roll. The Registrar will inform the student that she/he has been dropped. The student will have no record of the class appear on their transcript.

**Withdrawal to Enter Military Service:** Students who withdraw from the University after completing the twelfth week of the normal semester, the third week of the four-week summer semester or the sixth week of the eight-week summer semester, or later, and within ten (10) days enter the Armed Services shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the Senate of the University. If a comprehensive examination is required for graduation, this requirement shall be waived.

**Retroactive Withdrawal:** Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred: (a) a serious injury or illness; (b) serious personal

or family problems; (c) serious financial difficulties; or (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

**Audit.** Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished by the last date to drop a course without a grade in any given term. No credit can be given for a class audited nor is a student permitted to take an examination for credit except for the special examinations described on pages 61-62 under Special Examinations. A student who initially enrolls in a class as an auditor must attend at least 80 percent of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, s/he must attend at least 80 percent of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the dean may award a grade of **W** for that course. No instructor is authorized to admit anyone as an auditor to any classes unless the auditor has registered as such.

**Repeat Option.** An undergraduate student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was originally taken for a letter grade. **A student exercising the repeat option must notify in writing the dean of the college in which he or she is enrolled. A student may exercise the repeat option at any time prior to graduation.** If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion constitute the grade in that course for official purposes. Permission to attempt again the same course shall be granted by the instructor and the dean of the college in which the student is enrolled. (**Note:** The repeat option cannot be used to raise the student's standing for admission to the University of Kentucky Graduate School.)

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time.

A student must be enrolled at UK at the time he/she files the repeat option. Thus, a student who has transferred to another institution would not qualify since he/she is not enrolled at UK.

**Pass-Fail Option.** Undergraduate students above the freshman level and not on academic probation may select a maximum of four elective courses, with certain restrictions, to be taken on a Pass-Fail basis. Students in the Honors Program above the freshman level may, with advance written approval of the Director of the Honors Program, select additional elective courses to be taken on such a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade-point standing. Courses taken on a Pass-Fail basis are limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Senate Council for a college or department. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though enrolled on a regular basis. Students may change their grading option (pass-fail to letter grade or letter grade to pass-fail; credit to audit or audit to credit within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term or other courses of less than a full semester's duration). After such time, a student may not change his or her grading option without the written approval of the student's academic dean or the dean's designee. The waiver and the rationale for the waiver must be documented in the student's record maintained by the college. Courses offered only on a Pass-Fail basis shall not be included in the maximum number of elective courses which a student may take under these provisions.

Except for courses offered only for Pass-Fail, the instructor shall not be notified by the Registrar's Office or by another office of the University of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office which will take the appropriate action to change the grade into the Pass-Fail grading track for records.

**Missing Grades.** Three asterisks (\*\*\*) appear in a grade report when a grade has not been recorded for the class. The Registrar's Office shall notify all unit or program heads at the end of each semester regarding all missing (\*\*\*) grades in all graduate, undergraduate and professional courses offered by that unit. The unit head shall have six weeks to assign a grade in the course in consultation with the course instructor, if possible. The Registrar will notify the student when his or her grade has been changed. Any appeals under this rule shall be taken to the Academic Ombud.

### Grade-Point Average

The grade-point average is the ratio of the number of points gained to the number of credits attempted, W, P, S, F, CR, I, and grades in developmental or remedial courses being ignored.

If a student repeats a course in which a grade of B or better has been received, any subsequent grades of B or better and credit hours earned for those courses (if any) shall be ignored in computing the student's grade-point average, unless the repeat option has been exercised according to Rule 5.3.1.1. A student does not repeat a course within the meaning of this rule if he or she only repeats the same course number where there are multiple topics, subtitles, independent study, or other courses allowed by the student's program using a common course number.

## GRADES AND GRADING POLICY

The School of Architecture and the College of Agriculture: Landscape Architecture include the use of plus-minus symbols. The following grades are given with the respective quality point value indicated.

A	4.0	B+	3.3	C+	2.3	D+	1.3	E	0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

The use of the plus-minus system does not change any college or University grade point average requirements nor the method by which grade point averages are computed, nor the interpretations of other grades awarded, such as F, I, P, W, and S.

All students enrolled in courses using the plus/minus grading system will have the appropriate point value calculated into their grade-point average regardless of their college of origin.

For all studio work in the School of Architecture, the minimum passing grade from level to level in the studio sequence shall be a grade of C.

The Landscape Architecture program policy requires a student to achieve a C grade or better in major design studios in order to advance to the next level.

### College of Law

The College of Law uses a special letter grading system in which the following grades are given with the respective quality point values indicated:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	E	0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

A student's academic grade record is expressed as a grade-point average computed by multiplying the semester hours of credit for each course by the quality point value of the grade received in the course. These products are added together, and the sum is divided by the total semester hours attempted. The grade-point average thus derived is the basis for each student's academic status as indicated in the published rules and policies of the Law Faculty.

### Pass/Fail Policy for College of Law

Students in the College of Law are bound by the following:

- No more than six hours of graduate courses outside of the law school, graded on a pass/fail basis, shall be counted.
- No more than six hours of courses in the law school that are offered only on a pass/fail basis shall be counted.
- No more than nine of the total number of pass/fail credit hours, whether earned for graduate school courses under (a) or for law school courses offered only on a pass/fail basis under (b), shall be counted.
- No more than one graduate school course outside the law school, graded on a pass/fail basis, may be credited in any one semester.

Students in joint degree programs may only take up to six pass/fail course credit hours in the law school courses and may take no courses outside the law school for credit toward the J.D. other than pursuant to the applicable joint degree program.

Selected College of Law courses are graded on a pass/fail basis, and law students enrolled in courses offered by The Graduate School for which the College of Law grants credit toward graduation are treated by the College of Law as pass/fail courses. A failing grade (F) in any pass/fail course in the College of Law or any graduate school course in which a student in the College of Law enrolls for credit toward graduation from the College of Law will be taken into account at a quality point value of zero (0) in computing the student's academic average.

### College of Medicine

**A** represents exceptionally high achievement in performance. It is valued at four quality points for each credit hour.

**B** represents the expected level of achievement or performance in each course. This grade reflects student competence in all areas of course requirements. It is valued at three quality points for each credit hour.

**C** represents marginal performance. It is valued at two quality points for each credit hour.

**E** represents failure or unacceptable performance in a course. It is valued at zero quality points for each credit hour.

**P** represents a passing grade in a course taken on a pass-fail basis. It is not used in quality point calculations.

**W** denotes withdrawal from the college or from an elective course. **W** must be approved or recommended by the Student Progress and Promotion Committee. Withdrawal from a required course is not permitted, except when a student withdraws from the college. A student can withdraw from an elective and the **W** will remain on the record.

**U** represents unsatisfactory performance in a specific area of course requirements. It is given instead of an **E** grade when evidence exists that the student might earn a **C** grade upon completion of make-up work. In the interim the **U** will be valued at one quality point for each credit hour. A **U** grade must be replaced by a **C** or **E** grade before the student can be promoted to the next year. The quality point calculation will then be the average of the **U** and the **C** or **E** grade.

**I** represents incomplete work at the time grades are submitted for courses. It is given only when there is a reasonable possibility that a grade of **C** or better will be earned upon completion of the work. All **I** grades in required courses must be removed by a passing grade before a student can be promoted to a subsequent year. If a student later withdraws from the college, an outstanding **I** grade can revert to a **W** grade at the discretion of the Student Progress and Promotion Committee.

### College of Dentistry

An **A**, **B+** or a **B** is within the expected range of performance. A **C** is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a grade-point average (GPA) of 2.75 or more. Student performance will be reported to the Registrar's Office as follows:

**A** represents exceptionally high level of performance; four (4) quality points are awarded to each credit hour.

**B+** represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.

**B** represents the minimum expected level of performance; three (3) quality points are awarded for each credit hour.

**C** represents a marginal level of performance; two (2) quality points are awarded for each credit hour.

**E** represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour.

**P** represents a passing grade in courses taken on a pass/fail basis. It is not used in GPA calculations.

**F** represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in GPA calculations.

**I** – incomplete – course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An **I** grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An **I** must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an **I** grade will automatically convert to an **E** or an **F** grade as appropriate.

**W** – withdrawn – this grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

## OTHER REGULATIONS

### Definition of a Major

A major is a primary area of study defined by a set of course and/or credit hour requirements within specified disciplines. Within degree programs, majors may be further defined by requirements in an area of emphasis (also known as an "option").

### Undergraduate Major Requirements

Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 45 credit hours should meet regularly with an advisor who will help the student to choose a major or seek admission to a selective admissions college. Students at the University of Kentucky who have not chosen a major or been admitted to a selective admissions college and who have earned at least 60 credit hours will not be permitted to register for classes, except registration will be permitted for the following students if they have earned no more than 75 credit hours:

- Students lacking specific courses to gain admission to a college or to declare a particular major who have a written commitment from the college of their choice to accept them upon successful completion of specified courses;
- Students who have been dropped from a college for academic reasons, or who have been readmitted or transferred to the University of Kentucky.

This rule may be waived by the dean of the college in which the student is currently enrolled or into which the student wishes to transfer or be readmitted.

### Language Limitations for Foreign Students

Students whose native language is other than English and who have had formal instruction in schools of their own country shall not be permitted to take elementary, intermediate or conversation courses or examinations for credit in that language.

### Late Registration

After the sixth day of classes for a 15-week semester term or a proportionate number of days for shorter terms as determined and published by the Registrar, no student may register for an organized class without written permission from the student's academic dean (or dean's designee) and the course instructor. The college in which the course is listed may require additional approval. The waiver and the rationale for the waiver must be documented in the student's record in the college.

The Registrar may set a later date for final registration in classes that do not start on the first day of a semester or a summer session, or for the registration of a group of students who were not present at the regular registration time.

### Participation in Intercollegiate Athletics

The University accepts the eligibility rules for intercollegiate athletics as set up by the Southeastern Conference, National Collegiate Athletics Association, Region II, the Association of Intercollegiate Athletics for Women, and the Kentucky Women's Intercollegiate Conference.

### Attendance and Completion of Assignments

For each course in which the student is enrolled, the student shall be expected to carry out all required work including laboratories and studios, and to take all examinations at the class period designated by the instructor.

Each instructor shall determine the policy regarding completion of assigned work, attendance in class, absences at announced or unannounced examinations, and excused absences in excess of one-fifth of class contact hours. This policy shall be presented in writing to each class at its first or second meeting. Students' failure to comply with the announced policy may result in appropriate reductions in grade as determined by the instructor.

### Excused Absences

The following are defined as excused absences:

1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The instructor shall have the right to request appropriate verification.
2. The death of a member of the student's household (permanent or campus) or immediate family. The instructor shall have the right to request appropriate verification.
3. Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor **prior** to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate University personnel to document the student's participation in such trips.
4. Major Religious Holidays. Students are responsible for notifying the instructor **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
5. Any other circumstance which the instructor finds reasonable cause for non attendance.

Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The student shall be given the opportunity to make up exams missed due to an excused absence during the semester in which the absence occurred, if feasible. In those instances where the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor shall, if feasible, give the student an opportunity to make up the work missed during the semester in which the absence occurred.

If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a **W**, and the faculty member may require the student to petition for a **W** or take an **I** in the course.

### Final Examinations

If a final examination is given, it is to be administered during the examination period as scheduled by the University Registrar for the semesters of the regular school year. These examination periods utilize the last five days of each semester, and are preceded by a study day or weekend on which no classes or examinations are scheduled.

Final examinations, where appropriate, are administered during the last class day of the intersession and the summer session.

During the last week of classes of a regular session or during the three-day period prior to the last day of class in the intersession or summer session, no examination is to be given except for laboratory practicals or "make-up" examinations. In cases of "take home" final examinations, students are not required to return the completed examination before the regularly scheduled examination period.

Final examinations may be given at times other than the regularly schedule times in the following instances:

**Faculty:** In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chairperson of the department and with the concurrence of the dean of the college and the University Registrar.

**Students:** Any student with more than two final examinations scheduled on any one date is entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate instructor two weeks prior to the last class meeting. If a conflict is created by rescheduling of an examination, the student is entitled to take the rescheduled examination at another time during the final examination period. In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

### Common Examinations

A student enrolled in a course where a common exam is scheduled may also enroll in a class scheduled in the time slot of the common exam.

If a student has a course scheduled at the same time as a common exam and the student has given written notice of the conflict to the instructor at least two weeks prior to the common exam, the student shall be entitled to an excused absence from the conflicting common examination.

### Common Examinations Scheduled for the Same Time

Any student for whom two examinations have been scheduled for the same time shall be entitled to have the examination for the class with the highest catalog number rescheduled. In case both classes have the same number, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate instructor two weeks prior to the scheduled exam.

### Special Examinations

Any full-time or part-time student enrolled in the University, and in good academic standing, has the right to request a special examination for credit in many courses offered in the University System (check with the offering department), regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently. Please note, most elementary and intermediate foreign language courses are not available on the basis of a special examination.

Application for a special examination must be made in writing. (Students should obtain application forms in the Registrar's Office.) Undergraduates should address requests to the chairperson of the department in which the course is given, or to the office of the academic unit responsible; graduate students, to the director of graduate studies in the department in which the course is given. Approval of requests from undergraduate students rests with the department chairperson; from graduate students, with the Dean of The Graduate School, acting upon recommendation of the director of graduate studies.

The request for special examination may be denied by the department chairperson or the office of the administrative unit responsible, or the Dean of The Graduate School, acting upon recommendation of the director of graduate studies, if it is decided that the student has not furnished evidence that he or she is reasonably prepared to take the examination, or that the course is of such a nature that credit by examination is inappropriate. (The fact that a student has failed the course within the last semester may be regarded as evidence that the student is unprepared to take a special examination.)

The instructor may schedule the examination at his or her convenience, but must offer it within a reasonable time after the student has submitted his or her request.

The examiner must inform the University Registrar of the student's grade in the course. A student currently enrolled in the class who successfully completes a special examination will be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case he or she may continue in the course and be graded in the usual manner. The instructor then may or may not include the results of the special examination in computing the final grade.

Credit earned by special examination may be counted as residence credit by the dean of the student's college. The limits on maximum loads are waived in cases where the excess is due to special examination credits.

The student, with the department chairperson's consent, may take the special examination on a Pass-Fail basis, including any course not otherwise available under the Pass-Fail option. Credit derived in this manner does not reduce the number of courses permitted under the Pass-Fail rules.

## SCHOLASTIC PROBATION, ACADEMIC SUSPENSION AND REINSTATEMENT

### General Regulations for Undergraduate Students

#### Academic Probation and Suspension

The academic probation and suspension standards that are used to determine a student's academic standing University-wide are based on grade-point average.

Individual colleges may establish policies regarding academic probation and suspension with regard to a student's academic standing within the college in addition to the University-wide policies given here. If a college establishes such a policy, the policy must be approved by the University Senate and made available in writing to the students.

A student suspended from a college or program may transfer to another college or program which has a 2.0 grade-point average admission requirement for transfer students, even if the student has a GPA lower than 2.0, provided he or she is not subject to the provisions for suspension from the University. However, the student must meet all other admission criteria established by the college or program. If the student would have been placed on academic probation by the college to which he or she is transferring had he or she been previously enrolled in that college, then the college may place the student on probation at the time of admission.

#### Academic Probation

Students are placed on probation if:

1. Their cumulative grade-point average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or greater shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or greater will be removed from probation.
3. If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or greater (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.
4. Summer I and Summer II are considered two separate academic terms and are subject to the same probation and suspension guidelines as Spring and Fall.

#### Removal from Probation

Except as provided for by specific college probation policy, an undergraduate student may be removed from probation by the dean of the college when the student on scholastic probation has earned 90 semester hours (senior standing), and at the end of a semester or session has a cumulative grade-point standing of 2.0.

#### Academic Suspension

Students are subject to suspension if:

1. They have three consecutive UK terms in which their cumulative GPA remains below 2.0;
  2. They fail to earn a 2.0 term GPA for any term while on probation;
- or**
3. Their GPA is below 0.6 after their first term, if the semester's GPA is based on at least 9 hours of grades, A, B, C, D, or E.

In cases when a student is eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies.

#### General Rules Pertaining to Students Under Academic Suspension

A student who is under academic suspension from the University may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University of Kentucky, nor take any special examination for University of Kentucky credit. Students already enrolled in correspondence course(s) will be allowed to complete the course work upon notification of his/her suspension.

A student who has been academically suspended from the University a second time shall not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.

Once reported to the University Registrar, an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances.

#### Reinstatement

After they have remained out of the University for at least a semester and a summer session (a semester for students academically suspended at the end of a summer session), students who have been academically suspended may only be reinstated by the dean of the college in which they plan to enroll when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. After being reinstated, students must apply for readmission to the University.

#### General Rules for Reinstated Students

A student who has been academically suspended will, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the University if:

The student acquires any additional deficit during any semester or session while on scholastic probation;

The student has failed to meet the requirements for removal from scholastic probation by the end of the third semester following the reinstatement.

Once reinstated students have been removed from scholastic probation, they will be subject to the same conditions for subsequent academic suspension as students who have not previously been academically suspended.

#### Readmission After Two or More Years (Academic Bankruptcy)

Undergraduate students who have been readmitted through the usual channels after an interruption of two or more years, and who have completed at least one semester or 12 credit hours with a grade-point standing of 2.0 or better after readmission, may choose to have none of their previous University of Kentucky course work counted toward graduation and toward the computation of their grade-point standings. The calculation of the grade-point average after readmission begins with the semester of readmission.

In addition, the dean of the student's college may permit such a readmitted student who has elected not to count past work to receive credit for selected courses without including those grades in the computation of the student's grade-point standing.

Part-time as well as full-time students can take advantage of the academic bankruptcy rule. Students need not have been originally suspended from the University to qualify for this option. Attendance at a community college in the UK system is equivalent to attendance at UK itself for the purposes of this option. A student can petition for academic bankruptcy for work done at a community college. This option is not available to a student who transfers in more than 24 credit hours taken at another institution during the first two years after leaving the University of Kentucky.

A student who has completed at least 12 hours of work with a GPA of 2.0 or better would be eligible for academic bankruptcy even if she/he received an E in one or more of the courses.

If a student has completed a degree and re-enrolls, she/he may not apply the academic bankruptcy rule to courses taken for the degree already completed.

The academic bankruptcy option may be used only once.

## College of Engineering

### Probation and Academic Suspension

In addition to the University rules on academic probation, suspension and reinstatement, the following rules apply to the College of Engineering.

1. No student with a cumulative UK GPA of less than 2.0 will be enrolled in the College of Engineering. Any student who fails to maintain a cumulative UK GPA of 2.0 will be dropped from the College of Engineering and will not be readmitted until this GPA is 2.0 or greater. No probationary notice will be given.
2. Any student enrolled in the College of Engineering who achieves a GPA of 2.0 or less in any semester will be placed on academic probation.
3. Any student on academic probation who fails to achieve a 2.0 semester GPA will be dropped from the College of Engineering and will not be readmitted until he or she has obtained a semester GPA of 2.0 or greater for one semester and the student's cumulative UK GPA is 2.0 or greater.
4. Students who are dropped twice from the College of Engineering will not be readmitted.

## College of Health Sciences

### Probation and Suspension Policy for Professional Program Students

Health Sciences professional students are subject to the general University regulations pertaining to academic probation and suspension. In addition, the following standards apply to Health Sciences professional students:

#### Professional Program Probation

A student will be placed on professional program probation when:

1. the semester grade-point average falls below 2.0 in courses required by the professional program, or
2. a failing grade is earned in any course required by the professional program.

#### Removal from Professional Program Probation

A student may satisfy the deficiency warranting probation and will be removed from professional program probation when:

1. in the semester following professional program probation, a 2.0 or above semester grade-point average is achieved in courses required by the professional program, and
2. a passing grade is earned in any previously failed courses required by the professional program.

#### Professional Program Suspension

A student will be suspended from the professional program when:

1. a 2.0 semester grade-point average in courses required by the professional program is not earned either at the end of the probationary semester, or in any subsequent semester, or

2. a course required by the professional program is failed a second time, or
3. two courses required by the professional program are failed, unless alternative action is recommended by the Program Director and approved by the Dean of the College of Health Sciences.

### Clinical Laboratory Sciences

Undergraduate students in the Clinical Laboratory Science professional program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. In addition, the following standards apply:

#### Student Progress

Students admitted to the Clinical Laboratory Sciences (CLS) program may advance into the senior year and/or clinical rotation of the CLS program of study on the condition that each has (1) at least a grade-point average of 2.00 on all course work; and (2) has earned a minimum grade of C (2.0) in every course with the CLS prefix.

#### Undergraduate Professional Program Probation

Regardless of academic standing in the University, a student shall be placed on probation where the student:

1. earns a semester grade-point average (GPA) less than 2.0 in all courses required by the CLS program, or
2. earns a grade less than C (2.0) for any course having the CLS prefix.

#### Removal from Undergraduate Professional Program Probation

A student will be removed from probation when:

1. in the semester following probation, the student earns a semester GPA of at least 2.0 in courses required by the CLS program, and
2. the student earns at least a grade of C (2.0) in any course with a CLS prefix in which previously the student earned a grade below C.

#### Undergraduate Professional Program Suspension

A student shall be suspended from the undergraduate CLS program when the student:

1. earns less than a semester GPA of 2.0 in courses required by the CLS program at the end of the first probationary period or in any subsequent semester, or
2. earns less than a C in a course with a CLS prefix for the second time, or
3. earns less than a C in any two courses required in the CLS Program.

#### Removal from Undergraduate Professional Program Suspension

A student may be reinstated into the CLS program when the student meets the requirements for readmission as determined by the CLS Admissions and Progression Committee. These requirements will be communicated to the student at the time of suspension.

## The Graduate School

When graduate students have completed 12 or more semester hours of graduate course work with an average of less than 3.0, they will be placed on academic probation. Students will have one semester to remove the scholastic probation by attaining a cumulative 3.0 average in graduate course work. If the probation is not removed, the student will be dismissed from The Graduate School.

A student who has been dismissed from The Graduate School for these reasons may reapply for admission to The Graduate School after two semesters or one semester and the eight-week summer term.

Exceptions to this policy can be made only by the Graduate Dean.

With the approval of the Graduate Dean, a student may repeat a graduate course and count only the second grade as part of the graduate grade-point average. This action will be initiated by petition of the Director of Graduate Studies and may be done only once in a particular degree program or in post-baccalaureate status.

## PROFESSIONAL COLLEGES

### College of Dentistry

#### Academic Probation

A student will be placed on probation if he or she has:

1. a grade-point average (GPA) for the academic year less than 2.75;
2. received a failing grade (**E** or **F**); or,
3. failed one or more parts of either Part 1 or Part 2 of the National Dental Board Examination.

**Terms of Probation.** The terms of probation will be established by the Academic Performance Committee. The duration of probation will be at least one semester. Passing a course that has been failed is a condition of all probations. Additional terms of probation may be established by the Academic Performance Committee. Students on probation may be ineligible for certain curricular or extracurricular College activities.

If a student has failed a National Dental Board Examination, taking the examination the next time it is offered and passing it shall be among the terms of probation. The terms shall also include required activities to help the student prepare to pass the examination.

**Removal from Probation.** A student will be removed from probation by the Academic Performance Committee when he or she has at least a cumulative 2.75 GPA, has at least a 2.75 GPA in the current academic year, has passed any failed course, and has satisfied the terms of probation in the judgment of the Academic Performance Committee.

#### Academic Suspension

The Academic Performance Committee (APC) shall recommend to the Dean that a student be suspended if two conditions exist. The first condition is that the student has **either**:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;
3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA of less than 2.75.

The second condition is that, based on the available evidence, the APC has determined that the student is capable of completing the curriculum after receiving counseling and/or completing work outside the College. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement.

#### **Second Failure of Part 1 of the National Dental Board Examination.**

If a student fails the Board Examination a second time, the APC shall recommend to the Dean that the student be suspended. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision. It will also include suggestions on what the student needs to accomplish to be considered for reinstatement.

**Review.** A student subject to suspension may ask the Dean for a review. Review procedures will be determined by the Dean.

**Reinstatement Following Suspension.** A suspended student may not be reinstated before one semester has passed from the date of suspension. When the student demonstrates that he or she can perform at the level required to graduate from the College, the Dean may reinstate him or her. A reinstated student will be placed on probation, subject to terms recommended by the Academic Performance Committee and approved by the Dean.

A student who has been suspended because of a second failure of Part 1 of the National Dental Board Examination shall not be readmitted unless she or he takes and passes Part 1 the next time it is offered.

#### Academic Dismissal

The Academic Performance Committee (APC) shall recommend to the Dean that a student be dismissed if two conditions exist. The first condition is that the student has **either**:

1. received two or more failing (**E** or **F**) grades;
2. received a failing grade (**E** or **F**) while on probation;

3. failed to meet the terms of probation; **or**,
4. after the second year of the curriculum, achieved a cumulative GPA of less than 2.75.

The second condition is that, based on the available evidence, the APC has determined that the student is not academically capable of completing the curriculum or is otherwise unsuitable for dentistry for reasons that include, but are not limited to: unacceptable personal hygiene, the inability to establish rapport with patients, the inability to work effectively with other health care team members, undependability, or lack of integrity, initiative or interest. The committee's recommendation will include a description of any circumstances the Dean should consider in reaching a decision.

**Previously Suspended Students.** If a student is subject to suspension and has been previously suspended, the APC shall recommend that she or he be dismissed.

**Review.** A student subject to dismissal may ask the Dean for a review. Review procedures will be determined by the Dean.

**Reinstatement Following Dismissal.** The dismissed student shall not be reinstated.

#### Graduation Policy

A student will be eligible for graduation when all courses have been satisfactorily completed and all of the applicable requirements that follow are met:

1. a student has at least a 2.75 cumulative GPA;
2. a student has passed Parts 1 and 2 of the National Dental Board Examination;
3. advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
4. all terms of probation have been satisfied; and,
5. all patient responsibilities and other obligations to the College or University have been satisfied.

### College of Law

All students in the College of Law must maintain a satisfactory cumulative grade-point average or be dropped from the college for poor scholarship. Any student who receives a grade-point average below 1.5 for his or her first semester of law study may be dropped by the dean on recommendation of the Law Faculty Academic Status Committee for poor scholarship. Any student who fails to achieve a 2.0 cumulative grade-point average at the end of the first two semesters will automatically be dropped for poor scholarship. In addition, any student whose cumulative average falls below 2.0 at the end of any subsequent semester will also be dropped from the college.

Any student who receives a grade of E in a required course must reregister for the course and complete all its requirements. Both the initial and subsequent grade will be reflected on the student's record and counted in the computation of class standing.

Any student dropped for poor scholarship may petition the Law Faculty Academic Status Committee for readmission. A recommendation to the dean for readmission is within the discretion of the committee; however, in most cases, the following policies will guide the committee: a student dropped after the first semester will be required to petition the full faculty for readmission; in the case of students dropped at the end of the second semester, a student with a cumulative grade average of 1.9 and above will normally be readmitted, a student with a cumulative average of 1.7 to 1.89 may be readmitted but will be carefully scrutinized, and a student with a cumulative average below 1.7 will normally not be readmitted; any student dropped at the end of the third semester or thereafter will be subject to case-by-case analysis.

Any student who is readmitted after being dropped at the end of the second semester and who fails to raise his or her cumulative grade-point average to 2.0 by the end of the third semester will be readmitted again at that time only if he or she has made material progress toward raising his or her cumulative grade-point average to 2.0. Material progress at a minimum shall mean obtaining a 2.0 GPA for the semester. Moreover, such student must raise his or her cumulative average to 2.0 by the end of the fourth

semester. In addition to the foregoing academic standards for readmission, the committee may impose additional academic standards in individual cases, and in any case may impose other reasonable conditions of readmission including, but not limited to, limitation of outside work, specification of schedule of study (including specification of particular courses and limitation of hours), and the limitation of extracurricular activities. The committee with the approval of the full law faculty may also require the repetition of courses either with or without substitution of the grades awarded in the courses retaken. Students who fail to comply with the requirements and conditions of readmission will be dropped again from the college and will not be readmitted without approval of the University Senate Council upon the recommendation of the dean following action by the full law faculty. Any student aggrieved at any time by recommendation of the Academic Status Committee may petition the full law faculty for review.

A student who is required by the Academic Status Committee to repeat 14 or more hours of the freshman curriculum in his or her third and fourth semester will be considered as enrolled in his or her first and second semesters.

A student who has once been dropped for poor scholarship and who fails to have a 2.0 cumulative average at the end of the semester or summer session in which he or she completes the 88th hour of course work will not be allowed to graduate from the College of Law. Such student will not be allowed to enroll in additional hours of course work in an attempt to achieve a 2.0 cumulative average.

## College of Pharmacy

### Academic Performance, Progress and Guidelines

The Academic Performance Committees (APC) are charged with monitoring students' progress through the curriculum. The Committees regularly review (during and at the end of each semester) the performance of each student based on course grades and on written comments of each student's performance, both of which are shared with the student and are part of the student record. The APC for students in a particular year will consist of the course directors and laboratory instructors for that year plus a standing core of faculty. The APC will recommend an action appropriate to the particular student standing and record, i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, dismissal, or other action. Recommendations for graduation are made to the Dean and to the faculty since graduation requires approval by the faculty. All other recommendations are to the Dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfaction of prior course work. The APC may also recommend other actions including but not limited to adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely heavily on the following general guidelines in making its recommendations:

1. All students are expected to earn a minimum grade of "C" in all courses. Students who fail to earn a minimum of "C" in any course will be placed on probation with remediation, be suspended or be dismissed from the College.
2. Students who fail to earn a minimum grade of "C" in any two required courses during the same semester, or who fail to earn a minimum grade of "C" in any course while on probation, will be suspended or dismissed from the College.
3. Students who do not satisfy the remediation requirements for probation will be suspended or dismissed from the College.
4. Students who satisfy the remediation requirements for probation will be removed from probation.

Because the College of Pharmacy is charged with the education and training of competent pharmacists and because competence must be assured not only in the fund of knowledge and technical abilities of the student, but also in their standards of personal and professional conduct,

student progress is carefully monitored to certify that students have acquired appropriate knowledge, skills, behavioral characteristics and ethical principles. To this end students are responsible for conforming to all rules standards and regulations specified in such documents as the Health Science Students Professional Behavioral Code, Behavior Standards in Patient Care, Student Rights and Responsibilities and standards detailed in the College of Pharmacy *Bulletin*. Review of such responsibility is vested with the APC which will seek recommendations from an advisory group composed of the APC core faculty and an equal number of student representatives. Academic rules will not be changed during a student's enrollment if and only if the student has continued to progress within the class of matriculation. Rules affecting leaves and standards of behavior may be changed with notice.

Students dismissed from the College of Pharmacy because of a recommendation from the Academic Performance Committee may petition readmission through the Academic Performance Committee. Students withdrawing from the College while in good academic standing may petition readmission through the Admissions Committee. Students expelled from the College because of violations of academic integrity are not eligible for readmission.

### Special Considerations

1. The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore upon acceptance to the program of study students are expected to devote their energies to the academic program. The College actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.
2. Due to curricular requirements course functions and/or examinations outside the normal Monday through Friday, 8 A.M. to 5 P.M. business hours time frame will occur.
3. Clinical responsibilities include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in Medical Center and College documents.

A student found guilty of committing any offense may appeal that finding through the Academic Ombud to the Appeals Board.

### All Undergraduate and Professional Colleges

Each student has access to rules that deal with scholastic probation, academic suspension, and reinstatement through the printed class schedule, this Bulletin, and *Student Rights and Responsibilities*.

## GRADUATION REQUIREMENTS

To be eligible for any degree, a student must have completed the requirements as approved by the University Senate, except that curriculum substitutions may be made by the college affected if not inconsistent with these rules. Curriculum requirements must include, in addition to specified credits, a specified grade-point average both overall and in the student's major which may in no case be less than 2.0. Every baccalaureate degree program must include four divisions or components: (1) University Studies, (2) premajor or preprofessional, (3) general college requirements (if any), (4) major or professional, and (5) free electives.

The student must file an application for graduation with the dean of the college from which the degree is to be awarded within 30 days after the beginning of the semester or 15 days in the summer session in which the student expects to complete the work.

### Inference Requirement

Each baccalaureate student must satisfy one of the following:

1. Any calculus course  
**or**
2. STA 200 Statistics: A Force In Human Judgment, **PLUS** PHI 120 Introductory Logic, **OR** PHI 320 Symbolic Logic

## University Writing Requirement

The University requires demonstrated competency in writing. The University Writing Requirement is a two-tiered requirement consisting of (1) the First Year Writing Requirement and (2) the Graduation Writing Requirement.

To complete the **First Year Writing Requirement**, students must complete either:

1. **ENG 104 Writing: An Accelerated Foundational Course.**  
Full-time students must enroll in ENG 104 in either the fall or spring semester of their first year. They may drop the course during the first year, but beginning in their third semester, students enrolled in ENG 104 are not allowed to drop the course, and will be required to register for the course each semester until they have completed the First Year Writing Requirement.
2. **Score 32 or above on the English component of the ACT; score 700 or above on SAT I Verbal; or score 4 or 5 on the Advance Placement (AP) English Language Exam.**

Students who have earned credit for ENG 101 or equivalent, and students with a score of 3 on the AP English Language Exam may select either ENG 102 or ENG 104 (recommended) to complete the First Year Writing Requirement.

The Graduation Writing Requirement establishes the minimum criteria for University of Kentucky undergraduate degrees. Individual majors may have additional writing requirements.

To complete the **Graduation Writing Requirement**, students must:

- Complete the First Year Writing Requirement;
- Attain sophomore status (30+ hours); and
- Complete an approved course or series of courses in the major, **or** complete one writing-intensive course from among the following:
  - ENG 203 Business Writing
  - ENG 230 Introduction to Literature
  - ENG 231 Literature and Genre
  - ENG 232 Literature and Place
  - ENG 233 Literature and Identities
  - ENG 234 Introduction to Women's Literature
  - ENG 261 Survey of Western Literature from the Greeks Through the Renaissance
  - ENG 262 Survey of Western Literature from 1660 to the Present
  - ENG 264 Major Black Writers
  - ENG 270 The Old Testament as Literature
  - ENG 271 The New Testament as Literature
  - ENG 281 Introduction to Film

Any other course on the Semester List of Approved Writing-Intensive Courses, published in the *Schedule of Classes*.

**NOTE: Honors Program** students satisfy both the First Year Writing Requirement and the Graduation Writing Requirement through that curriculum.

## Change in Program Requirements

When requirements for an undergraduate degree program are changed after a student has enrolled in it, the student has the option of fulfilling either the old or the new requirements.

In fulfilling the old requirements, if a student finds that necessary courses have been eliminated or substantially revised, he or she may substitute other courses with the approval of the dean of the college. In this eventuality, however, the student shall not be forced to comply with the new requirements.

However, if a student interrupts work in the program or the University for more than two semesters, then the dean of the college shall determine which requirements the student shall fulfill.

If the curriculum revision is required by an external accreditation or certification body, and this body submits a written statement to the University that the accreditation of a program or certification of its

graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling the old requirements shall not apply.

When The Graduate School or degree program requirements are changed after a student has begun a course of study, the student shall have the option of fulfilling either the old or new requirements.

If the student elects to fulfill the old requirements but finds that necessary resources (e.g., courses, instruction in particular skills) are no longer available, the student may make reasonable substitutes with the approval of The Graduate School Dean upon recommendation of the Director of Graduate Studies.

In the event that a student interrupts work on a graduate degree (i.e., is not enrolled) for one calendar year or more, The Graduate School Dean shall determine, upon recommendation of the Director of Graduate Studies, whether the old requirements or the new requirements shall apply. In the event a student has not completed the requirements for the graduate degree five years after the effective date of a change in degree requirements, the new requirements shall apply unless determined otherwise by The Graduate School Dean.

The colleges offering professional degrees (Law, Medicine, Dentistry, Pharmacy) reserve the right to change curriculum requirements provided the program change has gone through the University's approval process. Any such change in curriculum, however, shall not result in a longer tenure for students enrolled in the program who are making satisfactory academic progress.

## Residence Requirement

Residence – a requirement for a degree which specifies the minimum period during which a student must be registered on the main campus – is intended to provide an adequate contact with the University and its faculty for each student who is awarded a degree.

For an undergraduate degree, regardless of the length of time the student has attended the University, a minimum of 30 of the last 36 credits presented for the degree must be taken from the University, but not necessarily on the main campus. Requests for waiver of this requirement for veterans or other students must be approved by the dean of the student's college.

## Credit by Correspondence and Examination

No more than 30 credit hours of the total required for an undergraduate degree may be gained by correspondence. No more than one-third of the requirements for a major may be gained by correspondence.

No credit will be given in The Graduate School or in the professional colleges for courses done by correspondence.

No more than half of the credit toward an undergraduate degree may be earned by any combination of CLEP examinations, PEP examinations, PONS courses, departmental examinations, and Advanced Placement examinations.

## Commencement Honors

Students who attain a grade-point average of 3.8 or higher for at least three years (90 hours) of work at the University (excepting correspondence study) shall be graduated "Summa Cum Laude."

Students who attain a grade-point average of 3.6 or higher for at least three years (90 hours) of work at the University (excepting correspondence study) shall be graduated "Magna Cum Laude."

Students who attain a grade-point average of 3.4 or higher for at least three years (90 hours) of work at the University (excepting correspondence study) shall be graduated "Cum Laude."

Students with a minimum of two (60 hours) but less than three years (90 hours) of work at the University will receive the appropriate commencement honors if they attain a grade-point average of 0.2 greater than those specified for three years of residence work.

The bachelor's degree with honors in a student's major or a degree with honors from a professional college will be conferred upon a student whom the faculty of the student's department, or college, in the case of a professional college, and the dean of the student's college recommend receive the degree. A student may be required to complete work in addition to that required for the bachelor's or professional degree to receive a degree with honors.

The degree with honors from a professional college is based solely upon work done in the professional college.

All students in the Honors program of the University who do not have a grade-point standing of 3.5 or better but are in the top 10 percent of their college's class are eligible to graduate in the Honors program if they satisfy the other requirements and have approval of the Honors Program Director.

Work done in the University of Kentucky Community College System shall be counted as work at the University of Kentucky in calculating the grade-point average for honors.

### **A Double Major**

An undergraduate student earns a double major when he or she completes all university, college, and departmental requirements in one department—the Primary Major—and all departmental requirements in a second department—the Secondary Major. If there is a generic relationship, work in the Primary Major may be applicable to the Secondary Major. The student must indicate the double major to the Registrar and to the student records office in his or her college(s). The student must have an advisor in each major. The student who completes the requirements for a double major receives a degree from the college of his or her Primary Major and has the successful completion of the Secondary Major entered on his or her transcript. A Secondary Major may be completed after the degree for the Primary Major has been awarded. A double major does not result in an additional degree.

Concurrent enrollment for degree purposes in more than one graduate program is permitted only with the approval of the student's graduate advisor(s), Directors of Graduate Studies in the programs, and the Dean of The Graduate School.

Subsequent to the receipt of a doctoral degree, a student is not eligible to receive a master's degree based on the work which led to the doctorate.

### **A Second Bachelor's Degree**

A student is eligible to qualify for a second bachelor's degree in a different major. The student must complete all university, college, and departmental requirements for both degrees. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the total credits in the two degree programs must be at least 144 hours. The student may elect to receive the degrees simultaneously, if college and departmental requirements can be met simultaneously.

### **A Second Master's Degree**

A student may receive two master's degrees. However, simultaneous enrollment in two or more programs and the granting of two or more master's degrees at the same time is not permitted, unless approved by the student's advisors and the Directors of Graduate Studies in the programs.

### **The University Scholars Program**

The University Scholars program enables gifted and highly motivated students to integrate their undergraduate and graduate or professional courses of study into a single, continuous program leading to both a baccalaureate and master's degree. The admissions requirements for the University Scholars program and the curricular requirements are outlined in the *Special Academic Programs* section of this Bulletin.

### **Academic Minors**

Many departments have designed academic minors for the convenience of undergraduate students. A minor is a structured group of courses that leads to considerable knowledge and understanding of a subject, although with less depth than a major. Some employers consider minors desirable, and the corresponding major requirements at the University may stipulate a minor. Some students choose to complement their major program with a minor in a related field or even in an entirely different field of interest. The minors that are available are described with the departmental listings and major programs in this Bulletin. Students interested in pursuing an academic minor should contact their college dean's office and the department responsible for the minor program for guidance and advising. Please note that undergraduate students can only complete a minor *in addition* to and as a *complement* to a major. The University does not award stand-alone minors.